



## **CITY OF ATLANTA CIVIL SERVICE BOARD**

### **Civil Service Board Virtual Hearing Proceedings Beginning October 1, 2020**

Revised February 1, 2021

Atlanta Mayor Keisha Lance Bottoms issued Executive Order No. 2020-103 on June 16, 2020, necessitated by the mandatory COVID-19 business and government closures. The Executive Order permitted all meetings conducted by City Boards, Authorities, Commissions and Committees to resume remotely using electronic media. Accordingly, the Atlanta Civil Service Board (CSB) exercised its discretion to conduct its hearings remotely via the Zoom Meetings platform. The CSB Administrator from the Department of Human Resources (DHR) secured all necessary technology resources for the Civil Service Board to conduct its hearings remotely beginning October 1, 2020.

All hearing participants, specifically the CSB hearing panelist(s), Court Reporter, Appellant and their representatives and witnesses, as well as the City and its representatives and witnesses, will all access the virtual hearings via an invitation sent to them by the CSB Coordinator. Virtual hearings will use the usual CSB hearing format as provided by existing CSB Rules and Procedures.

Members of the public may view virtual hearings live via the Civil Service Board YouTube page. The link to the Civil Service Board YouTube page is:

[www.youtube.com/channel/UCZcGUJNqjIdrRRRDN4NJSOg/featured](http://www.youtube.com/channel/UCZcGUJNqjIdrRRRDN4NJSOg/featured)

### **PROCEDURES FOR APPELLANTS**

The Civil Service Board for the City of Atlanta will be using Zoom video conferencing for virtual hearings. Zoom is free to download; you and your witnesses will need to download Zoom at [www.zoom.us](http://www.zoom.us) on your computer, or you may download the application directly to your mobile device. The Board Coordinator will email you a link to your hearing and will also provide a phone number if you are a self-represented litigant or your witness does not have internet access.

1. To appear on camera for the Virtual Hearing you will need a
  - a. Computer with internet access and a camera;
  - b. Laptop with internet access and a camera; or
  - c. Smartphone with a camera.
2. To participate by telephone in a Virtual Hearing
  - a. If you only have a telephone, you can dial into the hearing and the parties can hear you but will not be able to see you.

3. Virtual Hearings scheduling
  - a. The calendar will be posted to the Civil Service Board's web landing page.
  - b. Appellants will receive a ***Notification of Hearing*** letter with detailed hearing information, including how to log on, submit exhibits, and subpoena witnesses.
  - c. The ***Notification of Hearing*** letter will be sent to opposing counsel (or self-represented parties) and include the email addresses of all parties and witnesses participating.
  - d. If any parties or witnesses are participating only by telephone, a cell phone number for them must be provided.
  - e. Each hearing will be recorded via a court reporter.
  - f. The Board will host the hearing and the Board Coordinator, Kandice Harmon, will email all those participating a link for the hearing and a phone number to call in.
4. Technical Concerns:
  - a. Download Zoom and test your equipment prior to the hearing.
  - b. If you experience any technical difficulties logging on or gaining access to the hearing please email [AtlantaCSB@AtlantaGA.gov](mailto:AtlantaCSB@AtlantaGA.gov) for additional instructions.
  - c. If you lack or have limited internet access, contact the Board Coordinator at [AtlantaCSB@AtlantaGA.gov](mailto:AtlantaCSB@AtlantaGA.gov) or (404) 330-6370 to discuss an accommodation.

### **PROCEDURES FOR WITNESSES**

1. Witnesses must also appear by video conferencing.
2. The attorney/representative calling the witness is responsible for ensuring the witness has a separate video and audio feed.
3. Attorneys/Representatives should not attempt to "share" a connection with a witness.
4. All witnesses should be prepared to present a valid form of identification to verify their identity to the Board over the video feed (if requested).
5. It is the responsibility of the attorney/representative offering the witness to ensure that the witness has the link to the proceedings and that all exhibits are available to the witness, including those of the opposing party.
6. In the interest of time, please ensure that your witness/ witnesses are available and ready immediately when called to testify.

### **5 TIPS & BEST PRACTICES**

1. Be prepared.
2. Log on at least 30 minutes before the hearing begins.
3. Dress appropriately.
4. Use the video option on Zoom.
5. Stay on mute if you are not talking.

## **FOR THE PUBLIC**

Civil Service Board hearings may also be accessed by clicking the link on the calendar, “Click here to access live Civil Service Board Hearings,” which is located at the bottom of the Civil Service Board’s web landing page found here: [atlantaga.gov/government/boards-and-commissions/civil-service-board](http://atlantaga.gov/government/boards-and-commissions/civil-service-board).